

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **86-14**

Date: 12 Nov 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 118		Position title: Supervisory Purchasing Agent, #299, BWT-1, Grade-6	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, MCCS Division, Procurement Management Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 18 Nov 14	
Summary of duties: Service as a Supervisory Purchasing Agent of team members performing contract and procurement of a wide variety of goods and services using formal contracting procedures and pre-award and post award functions. Plans, assigns, reviews, and accepts, amends, or rejects subordinates' work. Assigns and prioritizes work; makes work assignments; set deadlines and completion dates. Has a signatory authority within his or her warrant level. Improves work methods and procedures to produce work products more efficiently and cost effectively. Identifies developmental and training needs of employees, schedules and justifies funding for training. Makes decisions on personnel actions (making selections, promotions, reassignments, etc.); rewards and recognizes individual or team performance; appraises performance. Counsels employees on behavior and initiates disciplinary action. Conducts first level review of work performed by other IHA 1-5 Purchasing Agents and NF-03 Contract Specialist and resolves any issues, questions or corrections prior to being forward to the Deputy Director for second level review and signature. Trains all new Purchasing Agents and Contract Specialist on procedures, systems, and processes. Independently plans and carries out assignments to include determining the approach to be taken or methodology to be used, developing a fact finding plan and determining the depth of analysis required. Determines appropriate contract types and methods, prepares acquisition plan and issue solicitation documents as well as making award decisions. Conducts negotiations with current and potential contractors to ensure contracts are executed in the best interest of MCCS. Drafts binding contract documents in accordance with MCCS policies and procedures. Develops and conducts training classes for MCCS customers, e.g., Blanket Purchase Agreement (BPA), how to prepare a Purchase Request, Contracting Officer's Representative (COR), etc. Performs other related duties as directed			
Qualification Requirements 資格条件 1. Three years of contracting and procurement work experience or hands on experience in a procurement related positions, such as supply, accounting or inventory management is preferable 2. Knowledge of report writing techniques to present factual information clearly, to write procurement memorandum and minutes of meetings, prepare audit findings, update classroom instruction material in English 3. Knowledge and skill in dealing with others in a work relationship to present information orally and in writing and to accomplish a given purpose in Japanese and English (LAD-3 and above) 4. Experience and knowledge in Microsoft Word, Excel, and Power Point software program			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証などのコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2 週間程度は非通知拒否設定を解除していただくようご協力をお願いします。